

## Commercial, Industrial, Institutional and Multi-Unit Residential Development Permit Checklist

To ensure your application is reviewed in a timely manner, please find your project type from the options below for a list of additional submittal requirements. Please ensure all materials submitted are clear and legible.

If you are applying for a residential development or a sign, please refer to the Residential Development Permit Application Package or the Sign Application package, respectively, on the Town's website ([www.westlock.ca](http://www.westlock.ca)) or contact Planning & Development at (780) 349-4444.

REQUIRED FOR ALL DEVELOPMENT PERMIT APPLICATIONS	
✓	<b>Required Submittal</b>
	Completed Application Form
	Application Fee
	Applicant <b>and</b> Registered Owner signatures on the Application Form
	<b>or</b>
	Signature of Applicant and a Letter of Authorization from the Registered Owner

ADDITIONAL SUBMITTALS BY PROJECT TYPE			
ADDITION		CHANGE OF USE	
✓	<b>Required Submittal</b>	✓	<b>Required Submittal</b>
	Site Plan indicating proposed location, size and setbacks to property lines and other buildings on site		Site Plan indicating location and stall size of available parking on site
	Drawings of proposed addition including floor and elevation plans		Floor Plan indicating room dimensions and uses, and location of doors and windows
SIGN (PERMANENT OR PORTABLE)		ACCESSORY BUILDING	
✓	<b>Required Submittal</b>	✓	<b>Required Submittal</b>
	Please utilize the Sign Application Package found on our website		Site Plan indicating proposed location, size and setbacks to property lines and other buildings on site
			Drawings of proposed building indicating overall height
NEW CONSTRUCTION			
✓	<b>Required Submittal</b>		
	As new construction applications vary, we recommend making a <b>pre-application meeting</b> with our Planning & Development Staff (780 349 4444) to confirm the exact submittals required for your particular project. Typically at a minimum we will require:		
	Two (2) Hard Copies or Digital Copy of Drawings including, but not limited to, floor and elevation plans, site plan, landscaping and parking plan, lighting details, servicing and grading drawings		

## Development Permit Application Form

Development Application No.: \_\_\_\_\_

### Office use only

Application Fee: \_\_\_\_\_ DB MC VISA CHQ CSH Receipt Number: \_\_\_\_\_ Land Use District: \_\_\_\_\_  
Date Received: \_\_\_\_\_ Rec'd By: \_\_\_\_\_ Deemed Complete: \_\_\_\_\_ DC By: \_\_\_\_\_

### IMPORTANT: THIS IS NOT A BUILDING PERMIT

Any approvals granted regarding this application does not excuse the applicant from complying with the requirements of any Federal, Provincial or other Municipal Legislation or the conditions of any easement, restrictive covenant or agreement affecting the buildings or lands.

### Applicant/Landowner Information

Applicant Name: _____	(if different from Applicant) Registered Owner Name(s): _____
Mailing Address: _____	Mailing Address: _____
City: _____ Postal Code: _____	City: _____ Postal Code: _____
Ph: _____ Cell: _____	Ph: _____ Cell: _____
Email _____	Email _____

### Project Location

Municipal Address			Roll Number			
Lot(s)	Block	Plan	Section	Township	Range	Meridian W4

### Proposed Development Information

Existing Use of Land or Building(s) on the Property:

\_\_\_\_\_

Describe Proposed Development:

\_\_\_\_\_

\_\_\_\_\_

Project Value: \_\_\_\_\_

### Signature

I/We hereby make application for a development permit under the provisions of the Town of Westlock Land Use Bylaw 2015-02 in accordance with the plans and supporting information submitted herewith and which forms part of this application.

I/We agree that in the event of a Development Permit being granted for this application, I/We will comply in all respects with the conditions subject to which it is granted and any Bylaws or legislation pertinent to this application and to the proposed use.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

The personal information provided by you is being collected under the authority of the *Municipal Government Act* and will be used for the purposes under that Act. The personal information that you provide may be made public, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (FOIP). If you have any questions about the collection, use, and disclosure of this information, please contact the FOIP Coordinator at the Town of Westlock at 780-349-4444.

\*All development and construction that occurs prior to permit issuance is subject to a penalty which amounts to double the current permit fee. A Stop Work Order may also be issued.

# DEVELOPMENT SERVICES FEE SCHEDULE

## DEVELOPMENT PERMIT APPLICATION FEES

### Residential

Major Development Permit	\$100.00
Home Occupation, Demolition and Minor Development Permit	\$50.00
Variance or Discretionary Use	\$50.00 in addition to regular permit fee
Development commenced prior to application	Double fees apply

### Non-Residential

Major Development Permit	\$100.00 + \$0.10/sq. ft.
Minor Development Permit	\$150.00
Variance or Discretionary Use	\$100.00 in addition to regular permit fee
Change of Use or Intensity	\$100.00
Demolition	\$100.00
Development commenced prior to application	Double fees apply

### **Development Deposit**

\$5,000.00

*(required on any new residential, commercial or industrial developments.  
Returned upon satisfactory compliance to all conditions)*

### Signs

Permitted Use (Permanent)	\$75.00
Discretionary Use (Permanent)	\$50.00 in addition to regular permit fee
Temporary Portable Sign (3 months)	\$25.00
Temporary Portable Sign (6 months)	\$50.00
Temporary Portable Sign (12 months)	\$100.00
Development commenced prior to application	Double fees apply